**Bookings, Terms & Conditions of Exhibiting at Halloween FestEvil – ‘House of Horrors’**

1. Bookings are accepted on the basis of the description of products & services outlined on the booking form. Any deviation from the description must be with the approval and agreement of the Organiser. The Organiser reserves the right to ask you to remove any items on display which have not been declared previously on the booking form or agreed with the Organiser prior to the Event.
2. Exhibition stands are released on a first come first served basis. Three stand choices should be supplied at the time of booking, to allow for duplication. Notice should be made as to the location of your chosen stands, as per the current floor plan displayed at [www.ghostwalkshull.co.uk](http://www.ghostwalkshull.co.uk), and to the neighbouring Exhibitors, details also available on website, so as not to cause conflict of trade. Should stand choices conflict with another trader, the Event Organiser will contact you to come to a mutual agreement.
3. Subletting or sharing a stand is not permitted unless with the approval and agreement of the Organiser at the time of booking: in the case of readers, only 1 reader is permitted per reader stand: if an exhibitor requires a stand for retail & space for a reader then a double stand must be booked. The number of readers will be limited in the spirit of fairness to all.
4. The Organiser reserves the right to refuse any exhibitor without giving a reason.
5. Candles or any naked flames may not be lit on any stand.
6. No extensions or widening of stands is permitted – if a larger stand is required then this must be stated on the booking form: likewise if a stand has a pull up display or banner then this must be declared at the time of booking.
7. No posters are to be attached to the fabric of the building by drawing pins, sticky tape or similar – blue tack is permitted with great care; any damage charged for by the venue will be passed on to the Exhibitor
8. Consideration should be given to fellow exhibitors in respect of playing music and burning of incense etc.

**Payments**

1. The price of each stand is outlined on the booking form for each event. Full payment is required £25 at the time of booking to secure any stand: deposits are non-refundable unless an event is cancelled by the Organisers.
2. An invoice will be issued 2 weeks before each event and payment for that event must be made in **full** at the time of booking. Cheques should be made payable to ‘**Psychic Rendezvous**’. Should you have any reason to cancel your stand, the deposit will be forfeited.
3. Cancellations must be given as soon as possible to give maximum notice. In the event of a cancellation up to 6 weeks before the Event a refund will be given; if after 6 weeks then full payment is non-refundable – cancellation just before an event should be notified to the Organisers on 07887 551069.

**Setting Up & Closing Down**

1. Exhibitor access for setting up will be announced in advance of each event. After unloading, vehicles should be moved away from the loading areas so as not to restrict other exhibitors unloading or visitor’s access to the venue.
2. Stands must be ready for trading by 6.00 pm each day and dismantling of stands must not commence before the fair has closed after 9.30 to 10.30 pm. For those Exhibitors that are trading in an unsecure area of any venue please do not start to dismantle your stand before the fair has closed each day.

**Insurance, Health, Safety & Security**

1. It is the responsibility of each and every exhibitor and speaker to be aware of any current change in legislation that affects their activity and to comply with such legislation.
2. Whilst the Organisers have taken every precaution to ensure a safe and secure environment for the Event, it is the responsibility of each Exhibitor to make sure that they have their own insurance to cover their goods and services as required by law and should have a minimum of £1million Public Liability Insurance and a minimum of £1million Professional Indemnity Insurance for any products and treatments given. No responsibility will be accepted by the Organisers for claims made against any products, services or treatments or for any loss or damage to exhibitors stock or equipment. Copies of Insurance Certificates must be included with the booking form at the time of booking. The Organisers make every effort to ensure that all venues are safe and secure overnight, but no responsibility will be accepted by us or the venue for exhibitor stock or equipment.
3. Traders should have the appropriate professional indemnity insurance and appropriate disclaimer and send a copy of each with their booking form.
4. Electricity – Please ensure that your equipment is checked to EEC regulations i.e. PAT tested and in a good state of repair in order to ensure the safety of fellow exhibitors and visitors; all those requiring power must bring an extension lead. Cables must be secured and taped down.
5. The boundaries of the stand are the limit and extent of each exhibitor: no goods, furniture or storage items are permitted to block aisles, doorways or fire exits.
6. All exhibitors should act with consideration and respect for other exhibitors, visitors and the Organisers team at all times: no activity should be disturbing or intrusive to others. The Organiser reserves the right to remove any exhibitors who do not abide by this rule.

**Stand Position**

1. It is each individual Exhibitors responsibility to make sure they select the correct location for their stand by using the table plan available to view on the website. Although we do make every effort to accommodate exhibitor’s requests, we cannot always do so. The Organiser will make contact with the exhibitor if their requests cannot be met.